



BARLASTON PARISH COUNCIL

MINUTES OF MEETING

Held on Tuesday 10th May 2016 at 7.30pm.

In METHODIST CHURCH HALL, PARK DRIVE, BARLASTON.

Present: – Cllr G Jones (Chairman)

Cllr. T. Dodd

Cllr. V. O'Dunne

Cllr. S. Hall

Cllr. P. Linehan

Cllr. P. Fisher

Cllr. S. Broome

In attendance: Mrs K. Squires (minutes), Mr J. Blount (consultant), 4 members of the public

Absent: Cllr Robinson, Cllr Gent

Public Question Time

Questions were asked about:

Item 373 on agenda – what will be the size and number of the vehicles that could be diverted through the village. The chairman responded to these questions.

A member of the public asked why Stafford Borough Council did not cut the grass verges from Barlaston sign to the stables. The chairman said he would investigate this.

A member of the public asked about the drainage issues outside the garage. The chairman responded that there were ongoing discussions about this.

347. Election of Chairman. Cllr. Jones was elected to serve as Chairman for the next year and duly signed the Declaration of Acceptance of Office.

348. Election of Vice Chairman. Cllr Fisher was elected to serve as Vice Chairman for the next year.

349. Apologies. Apologies were received from Cllrs. Macmillan and Philpott. The Council accepted these apologies.

350. **Declarations of interest.** There were no declarations of interest.

351. **Written applications for dispensations under the Localism Act 2011.** There were no written applications for dispensation.

352. **Minutes of the meeting held on 12th April 2016.** It was resolved that these were a true record.

353. **Matters arising from the meeting held on 12th April 2016:**

341. Neighbourhood plan. Hannah Barter reported on progress so far with the plan. The programme was running about 2 weeks behind but if the Parish Council resolved to purchase further support from Urban Vision, a draft document would be in place by the end of May. It was accepted that the Parish Council does not have the capacity to complete this work and that Urban Vision should produce a draft document with the information gathered so far. It was resolved to accept the Urban Vision full support (including drafting of policies) package through to submission of the Neighbourhood Plan to Stafford Borough Council at a cost of £11,000. It was further resolved to apply for the remainder of the grant to the sum of an extra £3,000 – Ms. Barter and Mr. Blount were to liaise.

344. Report on works related to Barlaston Crossroads – the temporary works had been completed and full works were to commence in July.

354. **Contracts for Consultant and Secretarial Services supplier.** It was resolved to approve these.

355. **Reports from Chairman and Borough Councillor.** No formal report was made as most of Cllr. Jones' report had been covered in other parts of the agenda.

356. **Report from County Councillor.** Cllr Parry was not available to report.

357. **Financial matters**

Bank reconciliation

Bank statements were not available.

It was resolved to pay the following accounts:

Grant Thornton £330

Biffa £55.20

PJS Landscapes – graveyard maintenance £307.20

Greenfingers Invoice 21719 £544.42

Greenfingers Invoice 21720 £374.40

K. Squires – Secretarial Services, Parish Meeting £88.55
J. Blount – Consultant, Parish Meeting £67.53
Transport Co-ordinator and Litter picker £392.80
Came and Co Insurance Company £1154.16
Town and Country Services £108

It was resolved to add Cllr. Philpott as signatory to the Parish Council bank account.

358. It was resolved to adopt the new Financial Regulations based upon the latest NALC model.

359. It was resolved to adopt the new Standing Orders based upon the latest NALC model.

360. It was resolved to accept the Asset Register with the removal of the play equipment owned by Stafford Borough Council.

361. Accountancy statement 2014/15

It was resolved to approve the accountancy statements.

362. Annual Governance Statements 2014/15

It was resolved to approve the annual governance statements.

363. Annual Governance Statements 2015/16

It was resolved to approve the annual governance statements.

364. Accountancy Statements 2015/16

It was resolved to approve the accountancy statements.

In order to improve compliance for 2016/17 the Council resolved to take the following steps:

To check that suppliers of services have at least £5m Public Liability Insurance.

To regularly invoice village organisations for costs incurred on their behalf.

To introduce a grant application form.

To regularly review policies.

To maintain the arrangement that two Members sign cheques while looking at alternative arrangements

To explore the opening of an account with the Unity Trust Bank with four signatories.

To arrange transfers of money between accounts by written application to the bank.

To arrange formal training for the RFO with continuing assistance from a locum.

To advise HMRC of employees.

To introduce a formal contract of employment and job description for employees.

To commission an independent company to manage the payroll.

To review the VAT reimbursement with HMRC.

To carry out a weekly visual check of play equipment by nominated individual/s who will be trained for the task.

To arrange an annual inspection of play equipment by a qualified organisation.

To consider an Asset Replacement Fund at the next budget meeting.

To obtain the latest edition of Local Council Administration.

To include in the clerk's contract a requirement to gain the Certificate in Local Council Administration (CiLCA) and to undertake a programme of Continuous Professional Development.

To register with the Information Commissioner.

To have a set of keys for all Council property and a spare set for the Chairman.

To place financial information on the Council's web site

To review the Publication Policy to ensure that it is open and transparent and under the control of the Council.

To monitor the audit programme to ensure timely completion of the audit and the exercise of public rights.

To review what, if any, significant effects the foregoing decisions will have on the Council's finances.

365. It was resolved to appoint the named members to serve on the following Committees:

- (a) Planning – Cllrs. Fisher, Dodd, Hall, Linehan, Broome, MacMillan, Robinson and Philpott
- (b) Joint Playing Fields – Cllrs. Jones, Hall, Fisher and Dodd Mr. Taylor B.C.C. Mosley B.C.C., and Mr. Davies B.C.C.
- (c) Finance – Cllrs. O’Dunne, Jones, Fisher, Hall, Philpott, and Broome
- (d) Employment – Cllrs. Jones, Fisher, O’Dunne, and Philpott
- (e) Health and Safety – Cllrs. Dodd, Jones, MacMillan
- (f) Rights of Way – Cllrs. Dodd, Jones, O’Dunne, Fisher

(g) Heron Newsletter – the Clerk, Cllrs. O’Dunne and Jones

It was resolved that the Barlaston Community Group would be supported but would not be a committee or working group of the Council.

366. It was resolved that consideration of the Committee terms of reference should be decided at the next meeting

367. It was resolved that there should be no change to existing members serving on the Neighbourhood Plan Steering Groups:

- i) Health and Wellbeing
- ii) Social Facilities
- iii) Housing and Planning
- iv) Transport
- v) Environment

368. In view of the former clerk’s deteriorating health, it was resolved that Mr Blount should try to retrieve the Parish Council computer so that information regarding the Neighbourhood Plan could be accessed by Urban Vision.

At this point, Standing Orders were suspended and it was resolved to extend the meeting by 30 minutes to 10.30 pm.

369. It was resolved to appoint the following representatives on the under mentioned bodies as required:

- a) Village Hall: Cllrs. Jones and Linehan
- b) Voluntary Transport Scheme: Cllr. Dodd
- c) Barlaston Cricket Club: Cllrs. Jones and Gent
- d) Stafford and Rural Homes: Cllr. Dodd

370. It was resolved to continue the current insurance arrangements as these provided appropriate cover for the Council's activities.

371. It was resolved to review Council policies at the next meeting.

- a) Complaints policy
- b) Freedom of Information requests
- c) Press/media policy

372. It was resolved to accept Mr. Blount’s recommendations (item 362) in response to letter from Messrs. Grant Thornton.

373. It was resolved that Mrs. Squires would forward details of Councillor training opportunities offered to members by Staffordshire Parish Councils' Association.

374. Ownership of the The Downs (Barlaston) car park area. It was resolved to move this item to the next meeting.

375. Plans by STW to divert vehicles through the village. It was resolved to move this item to the next meeting by which time Cllrs Jones and Parry would have met with representative of STW and more would be known.

376. It was resolved to re-seed and to accept the offer of donation of a shrub to enhance the land on Tittensor Road, opposite the Plume of Feathers.

377. Cllr. Fisher reported on progress of sale of Wedgwood Memorial College. A meeting had been held with representatives of Stoke City Council and a prospective purchaser who had plans for a small development of 7 detached homes and a few affordable homes. The plans would leave the trees intact and the building would be used for apartments.

378. GP Surgery. At a meeting with a representative of the Quality Care Commission, concerns about lack of access, flexibility and shortage of GPs had been raised and noted.

379. Report on Best Kept Village (BKV) Competition. The children's posters were to be displayed in the following week.

It was also noted that the Village Hall was currently in a state of flux as duties and roles were being reallocated.

380. There were no questions from Councillors

381. Dates and times of ordinary meetings of the Council and Committees for the ensuing year. To be moved to next meeting.

Date and venue of next meeting: June 14th 2016 at Barlaston Village Hall.